

CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
BIDDERS LIST APPLICATION UPDATE

PLEASE READ THE BELOW INFORMATION AND INSTRUCTIONS CAREFULLY

- A. **Your application must be typed. It can also be completed online. If your application is not typed, it will be rejected.**
- B. All signatures must be handwritten in black or blue ink.
- C. On the 7-Digit Item Number Codes list, please handwrite the name of your company. This form will be scanned.
- D. Return only the application and the 7-Digit Item Number Codes list (all pages). **DO NOT FOLD THIS FORM.**

1. COMPANY NAME		2. TEL. NO. () FAX NO. ()	
3. ADDRESS WHERE BID INVITATIONS ARE TO BE MAILED		4. PREVIOUS ADDRESS (IF APPLICABLE)	
5. REMIT TO ADDRESS (IF DIFFERENT FROM NUMBER 3)		6. PREVIOUS REMIT TO ADDRESS (IF APPLICABLE)	
7. USING A NO. 2 PENCIL OR PEN WITH BLACK OR BLUE INK, FILL IN THE APPROPRIATE BUBBLE(S) ON THE ENCLOSED 7-DIGIT ITEM NUMBER CODES LIST.			

SIGNATURE OF REPRESENTATIVE

DATE

TYPE NAME OF REPRESENTATIVE

PLEASE RETURN THIS APPLICATION TO:

CITY OF ATLANTA
DEPARTMENT OF PROCUREMENT
55 TRINITY AVENUE SW
CITY HALL – SOUTH, SUITE 1790
ATLANTA, GA 30303
(404) 330-6204